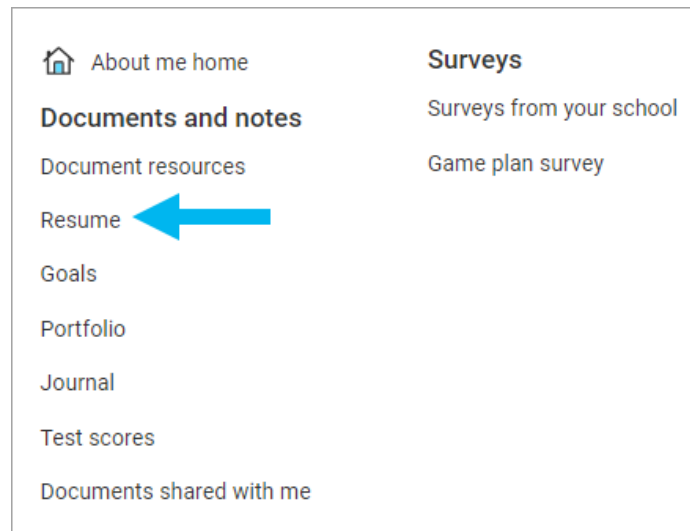# Resume builder reference guide

Use the Resume builder to keep track of your achievements from middle school to high school and share them with school staff in a resume format. Download the resume to use it for job interviews, scholarship applications, and more.

Add resume

1. Select **About me** and then select **Resume**.

2. From **Add or Update Sections**, click the **Add** icon.
3. Choose a section from the list.
4. Enter your information and click **Add**. A section card displays your entry.
5. Optionally:
   - Click the **Add** icon to add an entry for another section.
   - Click **Add New** from a section card to add another entry for that section.
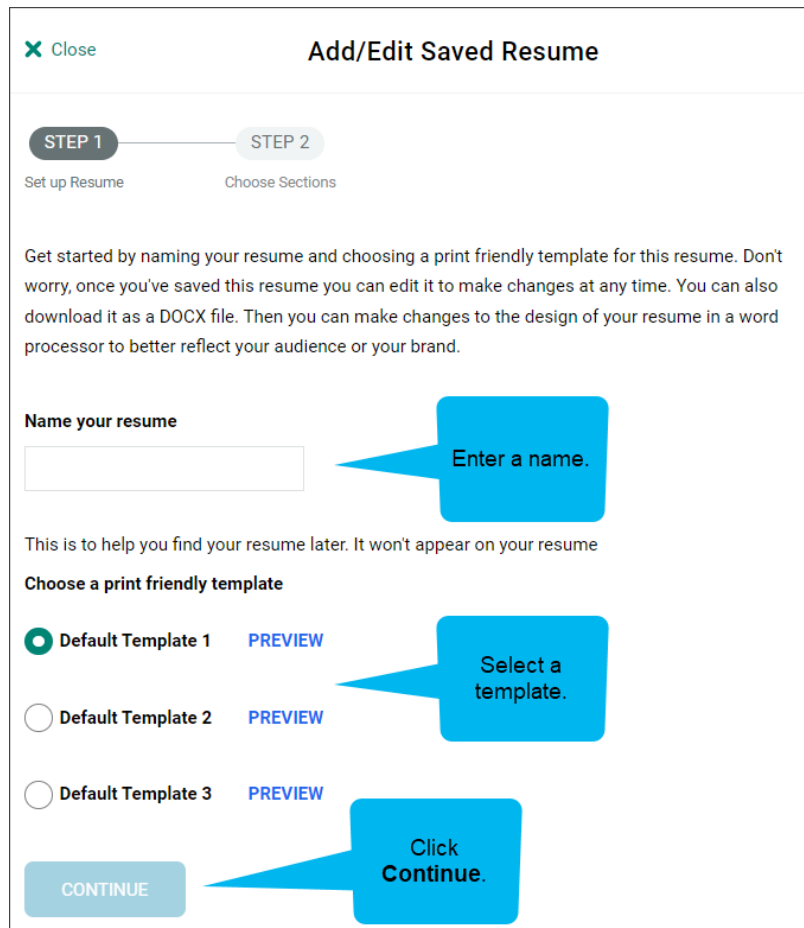
Edit or Delete Resume Sections

1. Select **About me** and then select **Resume**.
2. From **Add or Update Sections**, select **Edit** or **Remove** for the entry to update.
   - Update the information and click **Save**.
   - Click **Remove** to confirm you want to delete the section.

Build a resume

1. Select **About me** and then select **Resume**.
2. Select **Print or Export Resume.**
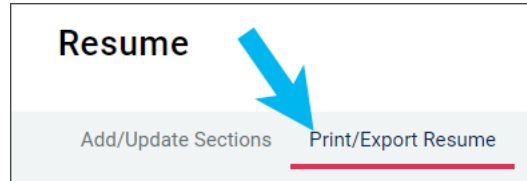
3. Click the **Add** icon.
4. Enter a resume name for reference.
5. Select a template. Optionally, click **Preview** to display a resume template.
6. Click **Continue**.

7. Select the sections and entries to add to the print version of your resume.
   - When selecting a section, you also select all entries in the section by default.
   - Deselect the section or entries to remove them from this version of your resume.
8. Click **Save Resume**.

Edit or delete a saved resume

1. Select **About me** and then select **Resume**.
2. Select **Print or Export Resume**.
3. From My Saved Resumes, select **Edit** or **Remove**.

Print or export a resume

1. Select **About me** and then select **Resume**.
2. Select **Print or Export Resume**.
3. From My Saved Resumes, choose **Download PDF** or **Download DOCX** for the selected resume. When downloading the .docx format, you can change the formatting or update your resume information.